

**Technical Panel
of the
Nebraska Information Technology Commission**

Tuesday, January 11, 2005 - 9:00 a.m.
Varner Hall - Board Room
38th and Holdrege, Lincoln, Nebraska

AGENDA

Meeting Documents:

Click the links in the agenda
or [click here](#) for all documents (X.X MB - xx pages)

1. Roll Call and Meeting Notice
2. Public Comment
3. Approval of Minutes* - [December 14, 2004](#)
4. Standards and Guidelines

- Recommendation to the NITC*

Groupware Architecture	Lotus Notes Standards for State Government Agencies
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- Review Current Standards and Guidelines

5. Project Reviews*

- State Records Board Grants
 - [Online Property Tax Payment System \(6 Counties\)](#)
 - [Kearney County Enhanced Web Page \(Kearney County, et al.\)](#)
 - [SSC Electronic Filing System \(South Sioux City\)](#)

6. Regular Informational Items and Work Group Updates (as needed)

- Accessibility of Information Technology Work Group
- CAP
- Security Work Group
- Statewide Synchronous Video Network Work Group

7. Other Business

8. Next Meeting Date

Tuesday, February 8, 2005

9. Adjourn

* Denotes Action Item

NITC and Technical Panel Websites: <http://www.nitc.state.ne.us/>
Meeting notice posted to the NITC Website: 15 DEC 2004

Meeting notice posted to the [Nebraska Public Meeting Calendar](#): 15 DEC 2004
Agenda posted to the NITC Website: 7 JAN 2005

TECHNICAL PANEL
Nebraska Information Technology Commission
Tuesday, December 14, 2004, 9:00 a.m.
Varner Hall, 3835 Holdrege
Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:

Mike Beach, Nebraska Educational Telecommunications Commission
Brenda Decker, Department of Administrative Services, State of Nebraska
Christy Horn, University of Nebraska, Compliance Officer
Kirk Langer, Lincoln Public Schools
Steve Schafer, Office of the Chief Information Officer, State of Nebraska
Walter Weir, University of Nebraska

ALTERNATES PRESENT:

Rick Becker, Government I.T. Manager, Chief Information Officer
Rick Golden, University of Nebraska
Steve Henderson, Department of Administrative Services

CALL TO ORDER, ROLL CALL, AND MEETING NOTICE

Mr. Weir called the meeting to order at 9:10 a.m. The meeting notice was posted to the Nebraska Public Meeting Calendar and the NITC web sites on November 2, 2004 and that the December 14th meeting agenda was posted to the NITC web site on December 10, 2004. A quorum was present at the time of roll call.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF NOVEMBER 2, 2004 MINUTES

Mr. Schafer corrected the information under "Other Business". Mr. Mannering requested discussion topic should read common areas of interest. It was also recommended to include Mr. Mannering's position title, Chief Information Officer, Lincoln Electrical System. Discussion followed as to who and what entities to participate in the discussion. Mr. Weir offered to host the meeting and provide refreshments.

Mr. Schafer moved to approve the [November minutes](#) as corrected. Ms. Horn seconded the motion. Roll call vote: Beach-Yes, Decker-Yes, Horn-Yes, Langer-Yes, Schafer-Yes, and Weir-Yes. Motion was carried.

STANDARDS AND GUIDELINES TO THE NITC

[Lotus Notes Standards for State Government Agencies](#)

Mr. Becker stated that the standard was posted for the 30-day comment period. [One comment](#) was received regarding a standard expiration date for passwords. Discussion followed regarding the Exception Process and who should take the leading role – the Technical Panel or the NITC. Due to the NITC meeting only quarterly, there is a time factor.

After discussion, it was recommended to insert the language that exceptions should be submitted to the Technical Panel and that appeals can be made to the NITC for all proposed standards.

An agency has contacted the CIO's office with the concern that generic ID's will not be acceptable. There was a question as to whether this will meet their business needs. Mr. Schafer would like more information before moving forward with this standard.

Mr. Schafer moved to table this standard until the January meeting. Ms. Decker seconded the motion. All were in favor. Motion was carried by voice vote.

STANDARDS AND GUIDELINES TO THE NITC

[Lotus Notes Guidelines for State Government Agencies](#)

Mr. Becker stated that the standard was posted for the 30-day comment period and that no comments were received. Mr. Becker announced that the State Government Council will be proposing another standard that will address the domain name for state government agencies.

Mr. Schafer moved to recommend the Lotus Notes Guidelines for State Government Agencies to the NITC for final approval. Mr. Beach seconded the motion. Roll call vote: Weir-Yes, Schafer-Yes, Langer-Yes, Horn-Yes, Decker-Yes, and Beach-Yes. Motion was carried.

STANDARDS AND GUIDELINES TO THE NITC

[Identity and Access Management Standard for State Government Agencies](#)

Mr. Becker stated that the standard was posted for the 30-day comment period. [One comment](#) was received regarding Section 1.0 Standard on page 2. It was suggested to change the wording "the enterprise LDAP directory" to "the enterprise directory". Mr. Schafer also suggested that under the section "Objectives include" to not identify the portal.

After discussion, the following recommendation were made: 1) change the wording "the enterprise LDAP directory" to "the enterprise directory" in Section 1.0 but leave it as is in Section 5.1; 2) omit the identity portal under "Objectives included"; and 3) include the wording for the changed exception process.

Mr. Schafer moved to recommend the revised Identity and Access Management Standard for State Agencies to the NITC for final approval. Mr. Beach seconded the motion. Roll call vote: Horn-Yes, Langer-Yes, Schafer-Yes, Weir-Yes, Beach-Yes, and Decker-Yes. Motion was carried.

I.T. PROJECT REVIEW PROCESS DISCUSSION

Mr. Schafer provided a brief history of ranking, scoring and prioritization processes to date. This year the same procedure was followed but also attempted to use the NITC strategic initiatives to assist with the prioritization. The NITC and state agencies expressed frustrations and concerns in several areas: difficulty in determining total IT spending for state government; difficulty in scaling large ongoing projects; dollars to fund studies need different information and consideration; and providing agencies an opportunity to re-submit and provide further information. The NITC had discussed separation of the technical aspects of a project versus the value of the project to the State.

The State Government Council held an informal discussion at a work session last week. Their recommendations included providing better direction to the NITC as to their role in the prioritization process, as well as the need to decouple the technical ranking from the project's value to the state.

Mr. Weir briefly demonstrated the [Murphy Tool Scoring process](#) and showed his [presentation from the Digital Government Conference](#) held on December 1st. Members were interested in receiving a copy of the tool to examine how it could work with the IT Budget Request process. One suggestion was for the Technical Panel and Councils to determine the Value/Success categories and sub-categories and then have the value points assigned by the NITC and/or possible agency directors. Mr. Weir will send members a copy of the tool for them to review further.

REGULAR INFORMATION ITEMS AND WORK GROUP UPGRADES (as needed)

Accessibility Work Group. Mr. Schafer stated that the State of Nebraska is moving forward with assessing accessibility of web sites. Nebraska has not scored well regarding accessibility in national surveys. The University of Nebraska has been using "Cynthia Says" software to assess web sites for text only accessibility. The upfront cost is \$24,000 and then annual licensing fee is \$3000. Ms. Horn will evaluate the software and bring recommendations to the January meeting.

Security Work Group. Mr. Schafer reported the work group is moving forward on the RFP to do another security assessment.

ELECTION OF THE TECHNICAL PANEL CHAIR FOR 2005

Ms. Decker moved to nominate Walter Weir to serve as Chair of the Technical Panel. Mr. Schafer seconded the motion. Roll call vote: Langer-Yes, Horn-Yes, Decker-Yes, Beach-Yes, Weir-Yes, and Schafer-Yes. Motion was carried.

OTHER BUSINESS

There was no other business.

NEXT MEETING DATE, TIME AND ADJOURNMENT

With no other business, Mr. Weir adjourned the meeting at 10:30 a.m.



NEBRASKA INFORMATION
TECHNOLOGY COMMISSION

STANDARDS AND GUIDELINES

**Lotus Notes Standards for State Government
Agencies**

Category	Groupware Architecture
Title	Lotus Notes Standards for State Government Agencies: 1. Password Requirements 2. User Names 3. Generic Notes Ids 4. Server Names 5. Organizational Unit Names 6. Group Naming Conventions
Number	

Applicability	<input checked="" type="checkbox"/> State Government Agencies , excluding Higher Education; and agencies receiving an exemption pursuant to Section 4.2 Standard <input type="checkbox"/> State Government Agencies , all Not Applicable <input type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document..... Not Applicable <input type="checkbox"/> Other: _____ Not Applicable Definitions: Standard - Adherence is required. Certain exceptions and conditions may appear in this document. Guideline - Adherence is voluntary.
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Status	<input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Date: December 14, 2004 Date Adopted by NITC: Other:

1.0 Technical Standard(s)

1.1 Password Requirements:

The Lotus Notes password requirements must meet the Nebraska Information Technology Commission (NITC) Security Policies -- Access Control Policy password standards. Using a Lotus Notes password strength of 8 or more is recommended to meet SGC standard.

1.2 User Names:

If two users with the same name work in the same agency, the Full Lotus Notes User Name must be unique. A middle initial or other identifier must be added to make the names unique.

Examples:

Jane Q. Doe

Jane (HHSS) Doe

1.3 Generic Notes IDs:

Generic Notes IDs are not acceptable.

As an alternative, the following options are available:

A standard mail-in database is recommended for sending and receiving mail when an agency has the need for multiple people to receive/respond to email.

A business unit mail-in database is recommended for sending and receiving mail when an agency has the need to protect the identity of the user(s) and ensure accountability to and from a shared mail file.

1.4 Server Common Names:

The Domino Server Common Name must be fully qualified so it can resolve to a configured IP address. A fully qualified name consists of a local host name and domain name. The Domino Server Name must be comprised of Common Name, Organizational Unit, and Organization.

Examples:

HHSSMAIL01.HHS.STATE.NE.US/HHSS/NEBRLN

RRRMAIL1.RRR.STATE.NE.US/RRR/ACME

1.5 Organizational Unit Names:

Organizational Unit Names must be 3 to 8 characters in length and must identify the Agency/Department.

1.6 Group Naming Convention:

Group Names must start with the owning agency first level Organizational Unit. The rest of the Group Name must be followed by a descriptive name identifying the Group's use. The components must be separated by an underscore (_) character or a blank space.

Examples: HHSS_Accounting, DAS_Accounting, DOC Accounting

2.0 Purpose and Objectives

2.1 Password Requirements:

Strict control over passwords is required for application security including email.

An ID that allows multiple users to send messages is considered a security risk. This includes individually assigned user IDs where the password is shared with other staff.

The use of multi-user IDs will NOT be allowed. Individuals can delegate the management of their email and calendar without sharing their password.

Mail-in databases can be used to allow multiple users to read and send memos from a shared location.

2.2 User Names:

Lotus Notes doesn't allow duplicate Lotus Notes User Names.

2.3 Generic Notes IDs:

A Generic Notes ID is any account that does not clearly identify an individual person or employee. Generic accounts are a security risk to an entire system and are not permitted except in an isolated environment.

2.4 Server Common Names:

To improve network connectivity the Domino servers must follow a fully qualified naming convention. The Domino server names will begin with an agency qualifier (the Lotus first level Organizational Unit is recommended), followed by the organization's DNS Domain Name.

2.5 Organizational Unit Names:

Allow for the access to specific resources by groups of users.

Allow the capability to apply security desktop archive, setup and registration policies to group of users.

Allow the ability to make users with same names unique based on their agency name.

2.6 Group Naming Convention:

Allows multiple agencies to have groups that serve the same function.

3.0 Definitions

3.1 Domino Server Name:

Server Name/Agency/Organization

3.2 First Level Organizational Level:

Joe Smith/CSI/DOC/NEBRLN where DOC is the first level Organizational Name

3.3 DNS:

Domain Name Server

3.4 Isolated Environment:

Server(s) that cannot send e-mail outside it's own environment and that can send mail only to defined users in the isolated environment.

4.0 Applicability

4.1 State Government Agencies

This standard applies to all state government agencies, except higher education and those agencies receiving an exemption under Section 4.2.

4.2 Exemption

Exemptions may be granted by the Technical Panel of the NITC upon request by an agency.

4.2.1 Exemption Process

Any agency may request an exemption from this standard by submitting a "Request for Exemption" to the Technical Panel of the NITC. Requests should state the reason for the exemption. Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be

submitted to the Office of the CIO via e-mail or letter (Office of the CIO, 521 S 14th Street, Suite 301, Lincoln, NE 68508). The Technical Panel will consider the request and grant or deny the exemption. A denial of an exemption by the Technical Panel may be appealed to the NITC.

5.0 Responsibility

Agencies utilizing Lotus Notes.

6.0 Related Policies, Standards and Guidelines

12-29-2004

Mr. John Gale, Chairman of
Nebraska State Records Board
State Capitol, Suite 2300
Lincoln, NE. 68509

Dear Mr. Gale:

I am writing to you and the Board asking for you to consider the attached grant application On an Online Property Tax Payment System. Six counties are to serve as pilot counties and are mentioned in the application.

The software, hardware, implementation and updating will be done by Nebraska @ Online. Nebraska @ On Line has access to what has been done in most if not all of the counties in Iowa. They are the most experienced, to my knowledge, of the other companies providing on line payments in this state. The most active competitor has only four to six counties, and an other one has concentrated their efforts on the West Coast.

Other benefits to county government and to the consumer would be:

- A. This service would be free unlike another system in the state which charges counties around 100.00 to 150.00 per month.
- B. The data files would be updated nightly for no charge to the county unlike some competitors. Some treasurer's offices manually update records from a report
- C. Citizens would be able to pay their taxes any day of the week or any hour of the day.
- D. Funds would be electronically transferred to the county which means more efficiency. Staff would not need to handle paper checks.
- E. Future enhancements would allow lending institutions to make batch for the accounts they escrow. I think, in time, most, if not all Nebraska counties will be on this system. I have heard some rumbling concerning the 100.00 to 150.00 per month charge.

Mr. Gale, thanking you and the Board in advance for your time and consideration .

Respectfully yours,

Bob Dahms, Seward County Treasurer

Nebraska State
Records Board
State Capitol, Suite 2300
Lincoln, NE 68509

John Gale
Chairman
(402) 471-4070
<http://www.nol.org>



**APPLICATION FOR STATE RECORDS BOARD GRANT
TO IMPROVE ACCESS TO PUBLIC INFORMATION
(Local Government Grant Application)**

Cities and Counties desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information or services should complete this application and follow any procedures outlined in this application and any accompanying materials.

I. Grant Summary

1. Name of entity applying for grant Buffalo, Clay, Dawson, Hamilton, Pierce, Seward Counties

2. Title of project Online Property Tax Payment System

3. Brief Description of Project

The application will allow citizens and businesses the ability to pay their property taxes online. Users will enter identifying information such as name, address or parcel number to obtain their tax information. They will then select payments to be made, enter credit card or electronic check information, and submit payment through a secure transaction system. The user will be provided a receipt or confirmation screen for their records.

3. Grant request amount \$ \$25,000.00 (\$25,000 limit for collaborative grants, \$10,000 limit for single jurisdiction grants)

4. Will there be a fee for accessing records associated with this project? Yes

5. If yes, provide any statutory reference or authorization for the fee Section 13-609

NSRB Grant Application

Page 2

II. Grant Detail

1. Please describe the project in detail (you may attach this description)

See attachment.

2. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

The recipient of the the service will be any citizen or business who owes a property tax liability. The application will allow them to pay for it online via a credit card or electronic check.

3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date)

We expect the application to be live for use by September 1, 2005.

4. Subdivision contribution to project (labor, equipment etc.)

The six county treasurers will contribute their time and knowledge to help develop how the application will function. They will determine the business rules that must be followed.

5. Is other funding available for this project (explain)?

No. There are no other grants available. Counties in general do not have the funds to pay for development of an application such as this.

NSRB Grant Application

Page 3

6. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?

The grant money will be used for the initial development of the application. A convenience fee will be charged to the user for continued support of the application. The user will also pay any credit card and ACH fees associated with the transaction.

7. Please describe how this project will enhance the delivery of government services or access to those services (you may attach a separate sheet if needed)

Allowing people the ability to make tax payments online will make it more convenient for them. They will be able to perform the transaction at any time and from any place.

8. Please describe how this project will improve the efficiency of government operations (attach additional pages if needed)

Since the transfer of money will be done electronically through the application, it will allow for a more streamlined use of staff time. County staff won't have to handle and process paper checks. Counties also don't currently accept credit cards and this will create another avenue for them to accept payments.

9. Please describe any collaborative effort among multiple jurisdictions or political subdivisions related to this project (if applicable, attach additional pages if needed)

Six counties will participate in the initial phase of the project. Other counties will be offered the opportunity to use the system after the first tax payment period. The six counties are: Buffalo, Clay, Dawson, Hamilton, Pierce and Seward.

10. Please provide information on who will complete the project (in house personnel, outside contractor, combination of both, etc.)

Nebrask@ Online will do the software development while the six county treasurers will offer their expertise in developing the business rules that the application must follow.

11. Does the project involve the licensing, permitting or regulation of businesses, if yes then explain how the project or service will allow integration with the State of Nebraska's Business Portal and the one-stop online business registration system.

This project does not involve the licensing, permitting or regulation of business.

III. Technical Information

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

Nebrask@ Online will host the application at the NIC data center as part of the board-approved central hosting environment. Nebrask@ Online will also provide the hardware and data communications. They will also develop the software application, which is expected to be an adaptation of similar systems currently operated by the NIC affiliates in Iowa, Kansas and other states.

2. Address any technical issues with the proposed technology including:

- **Conformity with generally accepted industry standards. Projects which interface with state systems (such as distance learning systems) should also address NITC technical standards and guidelines.**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

The application will be developed using generally accepted industry standards. It will be developed to conform with the section 508 accessibility standards. The application will be developed with scalability in mind to allow for other counties to be added to the system in the future.

3. Describe how technical support will be provided.

Technical support for the application will be provided by Nebrask@ Online staff. The application will be written in a way so that if errors of a technical nature occur, the user will be directed to contact Nebrask@ Online. County treasurers will address any tax payment or policy questions that users may have.

4. Describe How the Project will comply with the State's Technology Access Clause
<http://www.nitc.state.ne.us/standards/accessibility/tacfinal.htm>

The application will be written in a way that will allow users with disabilities to use the system. Nebraska@ Online has trained staff who are knowledgeable about section 508 accessibility standards and have considerable experience in developing accessible web sites and software applications.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application _____

phone # _____ E-mail _____

Signed this _____ day of _____, _____

Signature

Title

Please Return to:

State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608

Online Property Tax Payment System Pilot Project

The Online Property Tax Payment System will allow citizens and businesses the ability to pay property taxes online. Initially, the system will only allow for payments for an individual county. Future enhancements may include payments of property taxes over multiple counties and batch payments by financial institutions. These functionalities will not be part of the pilot project.

Six Nebraska counties will participate in the Online Property Tax Payment System Pilot Project. These counties include: Buffalo, Clay, Dawson, Hamilton, Pierce and Seward. Nebrask@ Online will develop a system that can be used with any back-end system that a county uses. A \$25,000 State Records Board grant will be used to fund the pilot project. Once a functioning application has been developed and proof of concept has been established, the system would be made available to interested counties throughout the state.

The system will also have a reporting component available for county treasurers to use. The report will include information about the property, the owner and the amount of the payment. This will be developed in response to the needs of County Treasurers.

There will be no direct cost to the counties for this application. The user will have the ability to pay for the transaction with either a credit card or by electronic check. The system will incorporate a payment gateway that allow payment of taxes due plus convenience fees that will be paid by the user of the system. The user would pay any credit card/ACH fees and a fee yet to be determined that would be paid to Nebrask@ Online for development of future upgrades and maintenance of the system.

The system will be similar to the one developed in Iowa which can be viewed at http://www.iowatreasurers.org/county_locator.cfm?ID=1

County Contacts

Jean Sidwell
Buffalo County Treasurer
(308) 236-1250
treasurer@buffalogov.org

Jan Stratman
Clay County Treasurer
(402) 762-3505
clay.county@dmv.state.ne.us

Sharon Wood
Dawson County Treasurer
(308) 324-3241

Bobby Parks
Hamilton County Treasurer
(402) 694-2291
hamcto@hamilton.net

Richard Anderson
Pierce County Treasurer
(402) 329-6335

Bob Dahms
Seward County Treasurer
(402) 643-4574
stubby68434@yahoo.com

Nebrask@ Online Contacts

Dan Brown
Director of Integrated Services
(402) 471-0828
danb@nol.org

Megan Lyons
Marketing Associate/Web Designer
(402) 471-7838
megan@nol.org

State Records Board Grant Application
To Improve Access to Public Information

Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

1. Name of agency applying for grant.

County of Kearney, Nebraska

Project partners:

City of Minden

Villages of Axtell, Heartwell, Norman, and Wilcox

2. Title of project

Kearney County Enhanced Web Page

3. Title or brief description of the project

The project will expand and enhance services to the citizens, businesses, agencies, county departments, and cities/villages located in Kearney County by expanding web-based functionality for information dissemination, retrieval and public service. Specifically, the new system will provide more detailed information in a web-based format concerning property information, roads information and planning and zoning information.

3. Grant request amount

\$25,000

4. Will there be a fee for accessing records associated with this project?

No

5. If yes, provide any statutory reference or authorization for the fee.

N/A

II Grant Detail

1. Please describe the project in detail.

Currently, Kearney County and its partners store public information concerning property tax assessment, roads and planning/zoning in a variety of digital and paper databases. Gradually, the County is converting these data digitally to make storage, retrieval and analysis more efficient. However, dissemination of this information to the general public, business and other agencies both within and outside the county requires the requestor to either visit the particular county office, or have county staff generate the information and ship it out.

The current state of affairs is rapidly becoming unworkable due to the growth of the county creating a subsequent increased demand for information from the general public. In addition, state and federal agencies are increasingly demanding information concerning the status of the counties variety of programs. This is occurring under the cloud of ever decreasing budgets to provide more and more information services.

Goals:

Provide faster, easier and more cost efficient centralized access to property assessment, roads and planning/zoning information for the general public, businesses, county administration and employees.

Enhance communication between partners and state and federal agencies.

Leverage investment made in GIS technology by the Kearney County Assessor and Kearney County Roads Department.

Activities:

Design and create an enhanced NOL web page that includes Internet Mapping System capability utilizing available GIS data currently housed in separate, unconnected departments.

Integrate existing Kearney County GIS data and any suitable GIS data from other local and state agencies (Tri-Basin Natural Resource District, Nebraska Department of Roads, etc.).

Train county staff, partner staff and general public in the use of the enhanced web site.

Expected outcomes:

All citizens, businesses and agencies in Kearney County will benefit from implementation of this enhanced web site:

Faster, more efficient response to customer information requests concerning property assessment, roads and planning/zoning information.

Better communication between county departments and the public and also between county departments.

2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.

Beneficiaries will include citizens and businesses of Nebraska as well as other government agencies in the state. Primary access to the system will be via the World Wide Web. Activities will include information retrieval concerning real estate values and assessment, planning/zoning and associated ordinances and roads data.

3. Timeline for implementation (specific completion date must be provide, grant funds lapse if not expended prior to completion date)

Implementation and completion by June 2005

4. Agency contribution to project (labor, equipment etc.)

Kearney County staff and partner staff will contribute labor to compilation and update of materials and information (this will be an ongoing contribution to maintain currency of the system). County and partner staff will also contribute to the education of the public through public announcements and “open houses”.

Kearney County has already made considerable investment (more than \$75,000) in the base GIS technology in each department.

5. Is other funding available for this project? (Explain.)

No. Budget cuts and constraints mean actual dollars are not available, however, Kearney County staff and partner staff will be contributing in-kind funds through labor resources.

6. Why is the grant money needed for the project, and, if applicable, how will the service be sustained one the grant money is expended?

This funding will establish the enhanced web page. The system will be designed in such a way that county staff may easily update both tabular, written and GIS data.

7. Please describe how this project will enhance the delivery of local agency services or access to those services.

Citizenry, businesses and government agencies will have direct access to up-to-date information via a 24/7 portal. Currently, information from each department may only be

accessed during office hours, necessitating a trip to the county office or a phone call. In addition, county staff must be available during that time to assist in information retrieval.

For example, currently, if one wishes to find out the zoning of a particular parcel, one must first contact the county assessor to find the correct legal description of the parcel, then contact the planning/zoning department to ascertain the correct zoning. More often than not, the planning/zoning administrator must make a trip to the assessor's office to check the real estate GIS system for additional information. With the enhanced web page, the user will be able to directly query the GIS for the correct parcel of land, and immediately view the planning/zoning map in relation to the parcel map online.

8. Please describe how this project will improve the efficiency of government operations

This project will significantly reduce both foot and telephone traffic to the county offices by both the general public, and government agencies. A secondary benefit is the reduction of time spent by staff members providing research to customer information requests.

9. Please describe any collaborative effort among multiple jurisdictions or political subdivisions related to this project

Kearney County: Assessor; Planning and Zoning; Sheriff; Emergency Management

City of Minden Planning Commission

Axtell's Planning Commission

Villages of Wilcox, Heartwell, and Norman's Planning Office

Tri-Basin NRD

Various State agencies requesting information (e.g., Department of Roads, NEMA, HHS, etc).

10. Please provide information on who will complete the project

Kearney County staff, with support from GIS Workshop, Inc., a Lincoln, NE based GIS services company.

11. Does the project involve the licensing, permitting or regulation of businesses, if yes then explain how the project or service will allow integration with the State of Nebraska's Business Portal and the on-stop online business registration system.

No

III Technical Information

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

No additional hardware is required. Kearney County already utilizes ESRI GIS technology. ESRI GIS is the industry standard GIS software and is in use amongst nearly all Nebraska local, county and state entities. No additional communications capabilities are required.

2. Address any technical issues with the proposed technology including: Conformity with generally accepted industry standards. Projects which interface with state systems (such as distance learning systems) should also address NITC technical standards and guidelines. Compatibility with existing institutional and/or statewide infrastructure. Reliability, security and scalability (future needs for growth or adaptation).

The enhanced web page GIS will be designed and built with adherence to Nebraska state standards for GIS data. The digital map data has been developed in Nebraska State Plane Coordinate System, NAD83. There are no NITC technical standards and guidelines for GIS currently. GIS technology has been around since the 1970's, and has evolved to a point where the standard desktop software packages are very reliable. There are no security issues, although city administrators may decide to not post fresh water system data on the World Wide Web to guard against bio-terrorism attacks. ESRI Arcview GIS is completely scaleable, and can record data on millions of elements.

3. Describe how technical support will be provided

Kearney County currently uses GIS support services by GIS Workshop, Inc. The County staff will receive training from ESRI certified instructors on the use of the GIS. The staff will be encouraged to develop relationships within the county departments, and with the Nebraska GIS community as a whole through participation in the Nebraska GIS/LIS Association and Nebraska GIS Steering Committee.

IV. Contact Information, Signature

Contact person for any questions regarding this application

Kathryn Russell, Highway Superintendent kchwy@gtrmc.net

Kearney County Nebraska

1124 East 9th, Minden, NE 68959

Phone: 308-832-2854

Fax: 308-832-0401

Signed this _____ day of _____, _____

Please return to:
State Records Board
Suite 2300 State Capitol
P O Box 94608
Lincoln, NE 68509-4608

Nebraska State
Records Board
State Capitol, Suite 2300
Lincoln, NE 68509

John Gale
Chairman
(402) 471-4070
<http://www.nol.org>



**APPLICATION FOR STATE RECORDS BOARD GRANT
TO IMPROVE ACCESS TO PUBLIC INFORMATION
(Local Government Grant Application)**

Cities and Counties desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information or services should complete this application and follow any procedures outlined in this application and any accompanying materials.

I. Grant Summary

1. Name of entity applying for grant City of South Sioux City, NE

2. Title of project SSC Electronic Filing System

3. Brief Description of Project

Purchase of an electronic filing system for City and public access to records.

3. Grant request amount \$ 10,000 (\$25,000 limit for collaborative grants, \$10,000 limit for single jurisdiction grants)

4. Will there be a fee for accessing records associated with this project? No

5. If yes, provide any statutory reference or authorization for the fee No

II. Grant Detail

1. Please describe the project in detail (you may attach this description)

See attached

2. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

The beneficiary of this service will be all City of South Sioux City departments with future expansion to allow Public access through the City website.

3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date)

Six months from award of grant

4. Subdivision contribution to project (labor, equipment, etc.)

Computers

Server

Labor: each department will provide staff to scan and electronically file documents.

Equipment/software maintenance

5. Is other funding available for this project (explain)?

\$10,000 has been included in the 2004-05 budget. Minimum cost of this project would be \$15,000 not including the City's contribution to the project.

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6. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?

Because of current decreases in revenues, grant money would assist in completing this project.

The expense for sustaining this service will be included in the City's budget.

7. Please describe how this project will enhance the delivery of government services or access to those services (you may attach a separate sheet if needed)

Offices of the City of South Sioux City are currently located in various locations. Each department has files for its department. No master file system is available. To increase efficiency, an electronic filing system will allow all departments to access all file documents from their location and the Public to access records through the City's website. The Public currently has access through the City's website to agendas and minutes of the City Council and Committees. Such documents are listed by date. The electronic filing system would allow City personnel and the public to access records by word recognition and export to PDF, Word, Excel and other formats.

8. Please describe how this project will improve the efficiency of government operations (attach additional pages if needed)

Currently, the master file is kept in the project leader's department. If a file is needed, it is necessary to contact the specific department handling the project to receive the file or a copy of any documents needed. Access to an electronic filing system with OCR capabilities will allow quick access to information thus providing more efficient service. It will also reduce the cost of making and storing multiple copies.

9. Please describe any collaborative effort among multiple jurisdictions or political subdivisions related to this project (if applicable, attach additional pages if needed)

N/A

10. Please provide information on who will complete the project (in house personnel, outside contractor, combination of both, etc.)

This project will be completed through the efforts of City personnel, the software provider and the City's computer technical support provider.

11. Does the project involve the licensing, permitting or regulation of businesses, if yes then explain how the project or service will allow integration with the State of Nebraska's Business Portal and the one-stop online business regulation system.

No

III. Technical Information

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

Input and Scanning Software – each site.

Optical Character Recognition of entire documents – only one needed. Provides capability to convert entire data groups of documents, or selected documents to full text data. This conversion facilitates full-text searching capabilities.

Document scanner – each site.

Retrieval and Display Software – based on concurrent usage.

The City would utilize current computers.

2. Address any technical issues with the proposed technology including:

- **Conformity with generally accepted industry standards. Projects which interface with state systems (such as distance learning systems) should also address NITC technical standards and guidelines.**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth adaptation).**

The City would purchase a system with security features to allow the public to access records that meet State of Nebraska standards but not have access to confidential records (ie. Personnel records).

3. Describe how technical support will be provided.

City personnel will handle minor problems. The City contracts with a local computer technical support company to provide service on equipment and software. The software provider will provide software telephone and onsite support.

Project Description:

The City of South Sioux City would purchase an electronic filing system to be used by City departments. These departments are located in various sites throughout the South Sioux City area.

The current plan is to locate the electronic filing system scanning stations at City Hall, Public Works and the Police Department. Other departments would be added in the future. To achieve this goal, the following system would be needed:

Input and Scanning Software – each site.

OCR Flow – one unit. Provides capability to convert entire data groups of documents, or selected documents to full text data. This conversion facilitates full-text searching capabilities.

Document scanner – each site.

Retrieval and Display Software – based on concurrent use.

The City would utilize current computers. Each site would provide City personnel to scan and electronically file documents. No additional staff would be added. Such a system would give departments immediate access to records thus improving efficiency of local government operations. Future plans include allowing public access to records through the City website.

4. Describe how the Project will comply with the State's Technology Access Clause
<http://www.nitc.state.ne.us/standards/accessibility/tacfinal.htm>

We have read the access clause requirements and any application built with grant funds will comply.

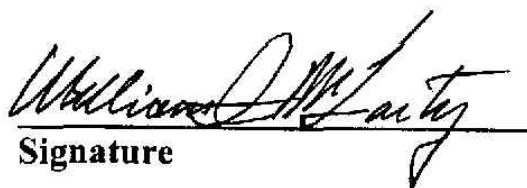
IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Constance J. Foust

Phone #402-494-7504

E-mail cfoust@southsiouxcity.org

Signed this 30 day of December, 2004.


Signature

Mayor
Title

Please Return to:

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ATTACHMENT 1